



DEPARTMENT OF THE NAVY

DIRECTOR, SPACE AND NAVAL WARFARE
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 5272.1

ITC50

20 Jul 2001

SPAWARINFOTECHCEN INSTRUCTION 5272.1

Subj: POLICY FOR OPERATIONAL POWER DOWN OF INFORMATION TECHNOLOGY (IT)
EQUIPMENT

1. Purpose. To issue policy and exemption procedures for the power down "turn off" of all Space and Naval Warfare Information Technology Center (SPAWARINFOTECHCEN) IT equipment.
2. Policy. To comply with Information Systems Security (INFOSEC) and energy conservation requirements, all desk top computers, peripherals, and related equipment will be powered down daily at the close of business unless an exemption has been approved.
3. Action

a. All personnel (military, civilian, and contractor) will:

- (1) Power down all desk top computers, peripherals, and related equipment daily at the close of business unless an approved exemption Permission Tag has been obtained.
- (2) Submit exemption requests by E-mail to the SPAWARINFOTECHCEN Helpdesk with a copy to the Operations Services Department (ITC53) by 1200 (12:00 P.M.) on the day the exemption is sought. The E-mail will contain the following information:

- (a) Description of the equipment to be exempted.
- (b) Identification numbers of the equipment.
- (c) Name of directorate.
- (d) Reason that the equipment must be left operating.
- (e) Term (duration of time) of the exemption requested.
- (f) Location of the equipment.

(3) Obtain exemption Permission Tags from the Operations Services Department (ITC53) and apply the tags to the equipment before leaving the facility for the evening.

(4) Remove the exemption Permission Tags after the exemption period is expired.

b. SPAWARINFOTECHCEN Operations Services Department (ITC53) will:

(1) Review all requests for exemptions based on their technical or business merit.

(2) Approve or disapprove exemption requests by 1500 (3:00 P.M.) on the day of receipt of request.

(3) Compile a list of equipment granted exemptions daily.

(4) Prepare the Permission Tags.

(5) When changes occur, provide the approved exemptions list to INFOSEC Office (ITC202) and the Security Office (ITC201) for implementation.

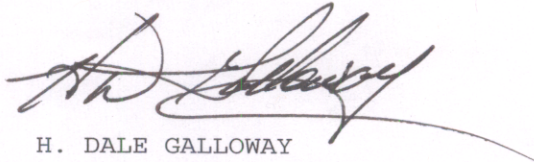
c. SPAWARINFOTEHCEN Helpdesk (ITC52) will send an acknowledgement E-mail to the requestor indicating that the request has been received and approved by SPAWARINFOTEHCEN Information Technology Services (ITC50).

d. SPAWARINFOTEHCEN Security Office (ITC201) Monitors will:

(1) Check the status of all IT equipment nightly and power down any equipment left on without an exemption Permission Tag.

(2) Daily, inform the Security Manager (ITC201) of any IT equipment left on without a Permission Tag.

e. SPAWARINFOTEHCEN Contracting Officer Representatives (ITC00C) will ensure contractors receive and comply with this instruction.



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